



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR WEBSITE REDESIGN

ADVERT DATE: 20 MAY 2021

BREIFING MEETING: not applicable

CLOSING DATE: 27 MAY 2021

CLOSING TIME: 12:00

RFQ DESCRIPTION: RFQ – PROVISION OF WEBSITE REDESIGN AND MANAGEMENT, SOCIAL MEDIA AND MARKETING FOR 12 MONTHS

RFQ NUMBER: JDADFP/WED-REDESIGN/2021

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

(see definition below) 1. MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement	Contact Person: Ms Tsakani Mabunda
Tel: 011 688 7811	Fax: 011 688 7899
	E-mail: TMabunda@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation	Contact Person: Mrs Mmatsie Mashao
Tel: 011 688 7810	Fax: 011 688 7899
	E-mail: mmashao@jda.org.za

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.

OFFER

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

RFQ NUMBER:.....

RFQ DESCRIPTION:.....

NAME OF BIDDER:.....

POSTAL ADDRESS:.....

.....

PHYSICAL ADDRESS:.....

.....

TELEPHONE NUMBER: CODE NUMBER

CELLPHONE NUMBER:.....

FACSIMILE NUMBER: CODE NUMBER

E-MAIL ADDRESS:.....

CONTACT PERSON:

VAT REGISTRATION NUMBER:.....

NCSD SUPPLIER NUMBER: MAAA.....

COMPANY REGISTRATION NUMBER:.....

TAX VERIFICATION PIN:.....

TOTAL BID PRICE: Excluding Value Added Tax

TOTAL BID PRICE in words :.....

.....

.....Excluding Value Added Tax

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

**THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE
BID BEING DISQUALIFIED**

The following conditions will apply:

- A copy of a valid Tax Pin Compliant Status Letter from SARS must be submitted.
 - No award will be made to a service provider whose tax matters are not in order with the SARS.
 - No award will be made to a service provider who is not registered on the National Treasury Central Supplier Database.
 - An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
 - **An EME must submit a sworn affidavit confirming the following :**
 - **Annual turnover revenue of R10 million or less; and**
 - **Level of black ownership**
- Any misrepresentations in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended**
- A copy of the bidder's latest municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
 - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
 - Price(s) quoted must be firm and must be exclusive of VAT.
 - If the price quoted is above R 30 000.00 – R 200 000.00 (inclusive of VAT) ONLY, the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017

NB: THE RFQ WILL BE EVALUATED ON AN 80/20 PREFERENCE POINT SYSTEM, MEANING BIDS RECEIVED ABOVE R 200 000.00 (inclusive of VAT) WILL NOT BE CONSIDERED ON PRICE & BBBEE.

Failure to comply with these conditions may invalidate your offer.

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number 0800 002 587
- Toll free Fax 0800 007 788
- SMS (charged @ R1.50) 32840
- Email Address: anticorruption@tip-offs.com
- Web site: www.tip-off.com
- Free post: Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

1. INTRODUCTION

1.1 Background

Johannesburg Development Agency (JDA) plays a facilitation role in supporting the holistic development, management and activation of the Newtown Precinct. As part of this work the JDA has historically partnered with the Newtown Improvement District (NID). The NID was re-established in 2019, and has strengthened its relationship with the JDA. The NID is a voluntary association of stakeholders and members who have established a section 21 company and elected a Board with a Chair, a Vice Chair and other officials.

The JDA, on behalf of the NID, is requesting quotations from service providers with the capability and previous experience in all the following areas Web Design and Management, Social Media and Marketing / promotion of the Newtown precinct and its cultural and commercial institutions. The appointment period envisaged is for twelve (12) months.

2. APPOINTMENT

2.1. Skills, Experience and Capacity

The JDA is requesting proposals from a service provider with the capability and previous experience in ALL the following areas:

- Web redesign and management
- Social Media / campaign management
- Marketing / Public Relations
- Provide evidence of working on similar projects
- Have capacity to manage and deliver the scope of work within the required timeframes.

The team may include senior and junior staff.

Full CV's, portfolios, proof of professional affiliation and documentation proving adequate experience to deliver the required outputs MUST be provided.

2.2. Project Duration

The appointment period envisaged is for twelve (12) months.

2.3. Scope of Works

The appointed service provider will need to provide the following services for duration of twelve (12) months:

No.	Item	Deliverable / Activities	Considerations	Meetings (Minimum)
1.	Web redesign and Management	<ul style="list-style-type: none">• Execute a once off re-design of the website during twelve (12) months period of the contract.• Provide training and recommendations to NID members on the best selection of hosting platform to utilise.• Implement website launch. Provide a detailed launch	<ul style="list-style-type: none">• NID has an existing website• The domain name is in existence and website subscription services (whether there is a decision to change web hosting platform or retain existing will be paid separately and is not required to be costed by the service	<ul style="list-style-type: none">• Minimum 17 meetings with JDA and NID representatives during the web redesign process (On agenda of monthly project meetings) and an additional 5 specific meetings on the web design.

		<p>plan detailing each step of the process and who is responsible for that step. Furthermore perform a trial run of this process and ensure that the steps work as prescribed.</p> <ul style="list-style-type: none"> ● Database management log report that shows changes that have been made in the data. ● Generate and loading content of Newtown cultural and commercial tenants programming and general information. Editing before uploading content, updating of old information. ● Integration of information across the various electronic and social media and with other JDA related website services, e.g. City of Joburg website, Market Theatre and Sci-Bono etc. ● Analytics report on page impressions, page views, unique visitors, location and demographics of people accessing the website. (Google analytics per quarter = 4 reports total) ● Provision of statistical information on the performance of the website must be included in quarterly reports. ● Constantly manage the layout and continuous upgrades and improvements to the website. Manage technical and hosting issues for the duration of the appointment period ● Create and maintain the website photo gallery. 	<ul style="list-style-type: none"> ● provider) 	<p>12 monthly project meetings + 5 web design specific meetings</p>
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		<ul style="list-style-type: none"> • Ensure that the NID website is exposed to Search Engine Optimisation. • Provide the JDA IT department with a backup of the website on a monthly basis 		
2.	Social Media campaign	<ol style="list-style-type: none"> 1. Conceptualization, implementation and management of Newtown. Create social media campaigns on various platforms 2. Manage campaign, working with NID and JDA 	<ul style="list-style-type: none"> • To use the following platforms to promote the various institutions within Newtown and their daily functions and activities using Social media platforms such as Facebook, Instagram and Twitter. One Social Media post per month(to be shared across all platforms). 12 posts over appointment period. • Link activations taking place in the precinct and advertise, engage users on social media platforms 	<ul style="list-style-type: none"> • Social Media campaign planning and implementation to form part agenda of monthly project meetings • It is assumed that at least one a month site visits to the Newtown precinct will be required for this component. 12 site visits.
3	Media and Public Relation	<ul style="list-style-type: none"> • Generate and distribute press releases, media statement, radio interviews etc. to promote the Newtown Precinct to ensure all events receive coverage. Estimated a total of 12 required over the 12 month period. 		<ul style="list-style-type: none"> • Media and Public Relations to form part agenda of monthly project meetings

3.4. Notes

1. All milestone products in addition to the final document and all associated will become the property of the Johannesburg Development Agency and the City of Johannesburg.
2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
3. Bidders are required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
4. The JDA reserves the right to ask Bidders to replace any member/s of the proposed team if they do not meet the JDA requirements.
5. The appointed service provider will be expected to render the services for a period of twelve months
6. Successful Bidders must note that they will be required as and when necessary to attend (a) presentations to JDA, NID and Newtown stakeholders; (b) design, progress and site inspection meetings; and (c) consultations with relevant persons and authorities. This needs to be taken into consideration in the Bidders fee proposal.

7. Bidders must also note that revisions to the plan may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the Bidders fee proposal.

4. PRICING

Detailed below is information upon which fees must be based on independent proposals for the following professional services from a multidisciplinary team of professionals for the preparation of the

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This is followed by **item number 4.1 which ALL applicants are required to take careful note of**

Bidders MUST replicate the table BELOW and submit as part of their detailed fee proposal [which proposal must show pricing as requested for each of the items] and the total fee must be carried to the “Offer” page.

Failure to price as required will result in the tender being disqualified for non-compliance.

Table 1: Costing Schedule

No.	Item	Deliverable / Activities	Monthly Fee (vat exclusive)	12 Months Fee (vat exclusive)
1	Web resign and management	Once off redesign of NID website, submit monthly analytics and statistic report on website (quarterly), hosting services and upload and updating information Price must include 5 specific meetings on Website Redesign and provide training on hosting platform	R	R
2	Social Media and Campaign management	Campaign Conceptualisation and implementation. Generate content and manage social media platforms. One post per month, 12 posts (shared across all platforms) over appointment period.	R	R
3	Marketing and Public relations	Content Development and Management Generate and distribute press releases, media statement, radio interviews etc. to promote the Newtown Precinct to ensure all events receive coverage. Estimated a total of 12 required over the 12 month period. 1 per month.	R	R
4	Project meetings	Monthly project meetings with NID and JDA May be held remotely or physically 12 meetings Will include monthly updates on each of the identified Work streams	R	R
5	Site Visits	Monthly site visits to Newtown Precinct as part of content generation 12 site visits	R	R
TOTAL FEE (EXCL VAT) TO BE COPIED TO THE OFFER PAGE CORRECTLY			R	R

4.1. Notes

1. Bidders MUST to replicate the table ABOVE and submit as part of their detailed fee proposal [which proposal must show pricing as requested for each of the items], per year and the TOTAL FEE EXCL VAT must be carried to the “Offer” page.
2. Bidders MUST ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount. Failing to price as required will result in the tender being disqualified.
3. A copy of a valid Tax Clearance Certificate and/or Tax Pin Number. Bidder’s whose tax matters are not in order with the South African Receiver of Revenue at time of appointment will be disqualified.
4. All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the Bidders on tendering will determine the fees due for the duration of contract.
5. Fees must be inclusive of any foreseen price increases or escalations.
6. Fees must include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic/electronic and facsimile communications, courier, local travel and accommodation, etc.
7. Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
8. In determining their fees, Bidders must take cognisance of the duplication and repetitive nature of some of the envisaged work.
9. Successful Bidders will be remunerated in accordance with JDA’s Standard Form Agreement which is included under Annexure F for information purposes.

5. PROPOSAL CONTENT

The bidder’s submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below, using numbered dividers.**

The following minimum documentation must be provided:

- 5.1 THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 5.2 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**
- 5.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the following:

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

- 5.4 Company registration documents.
- 5.5 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice
- 5.6 Audited financial statements for the past three financial years.
- 5.7 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.8 A detailed approach and methodology statement wherein the approach to be followed in each stage of the project process is outlined with clear identification of the deliverables in each stage. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- 5.9 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 5.10 A corporate brochure alternatively a brief summary of the entity's background.
- 5.11 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed :
- ~~Organogram (annexure H)~~
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof hereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
 - individual memberships to professional associations and attach proof hereof
- 5.12 A schedule of completed contracts of a **similar** nature to this project i.e. Event management, social media and marketing. The following details **must** be included on the schedule (annexure I1 – Event Management and I2 - social media and marketing) :
- Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details
 - Cost of the works
 - Fee obtained for services
 - Date of completion
 - Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.

Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (i.e. 6.4-6.7, 6.9-6.10, and 6.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

6. ASSESSMENT CRITERIA

Submissions (responses to item 5 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

7.1. Compliance

Bidders will be disqualified in the following instances;

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

7.2. Technical

The technical assessment is based on the criteria set-out below namely

- (i) key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, per Item 5 above),
- (iii) The experience of the company (i.e. Projects of this nature, and references per Item 5 above) and
- (iv) The Contactable references,

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

Total points	214	Minimum required points	128.4 (60%)
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The service provider **MUST** demonstrate capability and previous experience in **ALL** the following areas i.e.

- Web redesign and Management
- Social Media and campaign management
- Marketing / Public relations

Technical / Functional Evaluation

Key Returnable	Total Points	Criteria	Description of Criteria	Points
(i)	14	Company registration documents	Points will only be allocated for key returnable documents submitted	N/A
		Current municipal account or Lease agreement		N/A
		A statement from an independent auditor / accountant regarding the tenderer's financial		N/A
		Original or Certified Copy of BBBEE Certificate		N/A
		Two copies of the proposals (one original)		N/A
		Forms A to G		14
Capability of the proposed key team members	Total Points	Criteria	Description of Criteria	Points
(ii)	100	Social Media Management Marketing & Public Relations Lead	<ul style="list-style-type: none"> Diploma or Certificate in in English, Marketing or Journalism or related field Greater than 5 years proven work experience as a Social media manager 	50
			<ul style="list-style-type: none"> Certificate in in English, Marketing or Journalism or related field Between 2 - 3 years' proven work experience as a Social media manager 	30
			<ul style="list-style-type: none"> 1 years' proven work experience as a Social media manager 	10

		Senior web Content development and design	<ul style="list-style-type: none"> Bachelor's Degree or Equivalent in Web Design, English, Marketing or Journalism or related field Greater than 5 years' related experience in web site development, including content development 	50
			<ul style="list-style-type: none"> Diploma or Certificate in English, Marketing or Journalism or related field. 2 years' related experience in web site development, including content development 	30
			<ul style="list-style-type: none"> 1 years' related experience in experience in web site development, including content development 	10
Company Experience	Points	Criteria	Description of Criteria	Points
(iii) Experience on similar projects: Related to web redesign and management, Social Media, Marketing and PR initiatives	A total of 50 points is achievable for Company experience in similar completed projects under section C1	Five or more projects completed	Points will only be allocated for related projects as listed in the schedule requested in item 6.12 (annexure I 2 to be filled in) Project information contained elsewhere in	50
		Three to four projects completed		30
		One to two projects completed		10
Contactable References	Points	Criteria	Description of Criteria	Points
(iv) Contactable references for similar projects Related to web redesign and management, And Social Media and campaign management , Marketing and Public relations initiatives	A total of 50 points is achievable for Contactable references on projects of <i>similar</i> under section C1 and / or C2	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in the scheduled requested in Item 6.12 (annexure I 1 and I 2 to be filled in) References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered, and values in order to obtain the points.	50
		Three to Four satisfactory references		30
		One to two satisfactory references		10

7.2.1. Notes regarding the submission of reference letters from JDA for JDA projects:

Should completed JDA projects be listed then bidders are not required to supply reference letters for those JDA listed projects. Points will be awarded if the projects meet the required criteria (i.e. projects completed in the past 5 years of similar nature) and were satisfactorily completed. This will be verified by the JDA managers involved where possible.

Appointment letters do not serve as reference letters.

If **any** of the required information does not appear in the reference, zero points will be awarded.

Note that completion certificates will not qualify as references and will be awarded zero points.

7.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- For tenders up to R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

7.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes:

7.3.1.1 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).

7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the

South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**

- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 7.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 7.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X [1 - \frac{(P_t - P_{min})}{P_{min}}]$$

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration P_{min}

= Comparative price of lowest acceptable tender **X = Points**

assigned to price

7.3.3 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee}, \text{ where}$$

PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level

7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (e.g. project managers / engineers / quantity surveyors / consultants) is either:

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service providers (egg. where more than one discipline / service is provided by the same bidder) is either:

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

Submission:

The completed tender document shall be placed in a sealed envelope.

The words: "RFQ – PROVISION OF WEBSITE REDESIGN AND MANAGEMENT, SOCIAL MEDIA AND MARKETING FOR 12 MONTHS"

must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph (former President Street), Newtown** only between the hours of 08H00 and 17H00.

The Tender closes at 12h00 on 27 May 2021.

Envelopes will be stamped on receipt. There will be a public opening of tenders. There will be a public opening of tenders from 12:00.

NO LATE / E-MAILED / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

Queries can be addressed in writing to: Mmatsie Mashao - E-

mail: mmashao@jda.org.za Telephone: +27 11 688 7810

ANNEXURE A : BUSINESS DECLARATION

Tender/RFQ Number :

Tender/RFQ Description :

Name of Company :

Contact Person :

Postal Address :
.....

Physical Address :
.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number :

Company Registration Number :

1. Type of firm

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation
- ☐ Public company
- ☐ Private company

(Tick one box)

2. Principal business activities

.....

.....

.....

3. Total number of years company has been in business:

4. Detail all trade associations/professional bodies in which you have membership

.....

.....

.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name?

6. How many permanent staff members are employed by the firm: Full

Time :

Part Time :

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last four years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2018 (excl. VAT):

R Year

R Year

R Year

R Year

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days'** notice in writing.

BANK :
BRANCH :
BRANCH CODE :
ACCOUNT NUMBER :
ACCOUNT HOLDER :
TYPE OF ACCOUNT :
CONTACT PERSON :
CONTACT NUMBER :

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY’S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

SIGNATURE :
NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 3.1 Full Name:
- 3.2 Identity Number:
- 3.3 Position occupied in the company (director, trustees, shareholder**)
- 3.4 Company Registration Number:
- 3.5 Tax Reference Number:
- 3.6 VAT Registration Number:
- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
- 3.8 Are you presently in the service of the state* **YES / NO**
- If yes, furnish particulars
-
-
- 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
- If yes, furnish particulars
-
-
- 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- If yes, furnish particulars
-
-
- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- If yes, furnish particulars
-

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

YES / NO

If yes, furnish particulars

.....

.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: “in the service of the state” means to be –
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

** “Stakeholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Yes	No
4.4	Does the bidder, or any of its directors owe any municipal taxes and rates or municipal charges to the municipality/municipal entities or to any other municipality/municipal entity, that is in arrears for more than three (3) months?	Yes	No
4.4.1	If so, furnish particulars:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5	Was any contract between the bidder and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

. Signature

.....
Position

.....

. Name of Bidder

.....
Date

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

EMPLOYER	ROLE ON PROJECT	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- ♦ a) a national or provincial department;
- ♦ b) a municipality;
- ♦ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ♦ d) Parliament;
- ♦ e) a provincial legislature;
- ♦ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....
Signature
(of person authorised to sign on behalf of the organisation)

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

RFQ – PROVISION OF WEBSITE REDESIGN AND MANAGEMENT, SOCIAL MEDIA
AND MARKETING FOR 12 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

do hereby make the following statements that I certify to be true and complete in every respect: I certify,
on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

-
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
. Signature

.....
Position

.....
. Name of Bidder

.....
Date

ANNEXURE F : SCHEDULE OF COMPLETED CONTRACTS FROM PRIVATE

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	PROJECT VALUE	COMPLETION DATE

NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.

Signature _____ Position _____

.....

Name of Bidder	Date
----------------	------

ANNEXURE G: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 1.
 2.
 3.
 4.
 6.
 7.

C Documents to be attached.

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....
.....

Signature

Date

